

Security Information

~~S-E-C-R-E-T~~**CONFIDENTIAL**

14 March 1952

MEMORANDUM FOR: All Personnel, Office of Training

FROM : Director of Training

SUBJECT : Support Staff

1. Effective 17 March 1952, the administrative and training aids activities of the Office of Training (General) and Office of Training (Special) are officially combined and will be performed centrally by the Support Staff, Office of Training. The Support Staff is composed of the Administrative Branch and the Training Aids Branch. The organization, assignments of supervisory personnel, and location of activities are as follows:

Support Staff

[Redacted] Acting Chief
extension 3732

25X1

Administrative Services Branch

[Redacted] Administrative Officer

25X1

Room 1303, "I" Building, extensions 3001 and 3274

Fiscal Section

[Redacted] Chief

25X1

Room 1306, "I" Building, extensions 3736-7

Personnel Section

[Redacted] Chief

25X1

Room 1304, "I" Building, extensions 3078 and 3514

Supply & Services Section

[Redacted] Acting Chief

25X1

Room 1306, "I" Building, extensions 3736-7

Records & Registration Section

[Redacted] Registrar

25X1

extensions 3026 and 2449

Training Aids Branch

[Redacted] Chief

25X1

extension 8272

Library Services Section

[Redacted] Acting Chief

25X1

extension 3096

2. Briefly, the functions of the Support Staff are:

- a. To implement administrative policies, develop administrative procedures, and provide central administrative support for all training activities.
- b. To develop and provide training aids required by overt and covert training programs.

3. Detailed procedures implementing these functions will be set forth in a series of administrative regulations for the Office of Training. In the meantime, all personnel desiring information or requiring service are requested to contact the individual responsible for the particular activity as indicated above.

[Redacted]
MATTHEW HARRIS
Director of Training

25X1

MORI/CDF

CONFIDENTIAL